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DRAFT:CEB:dle  
17 May 1956

MEMORANDUM FOR: All DD/S Office Heads

SUBJECT : Procedure for Processing Regulatory Material

1. There have been several instances called to my attention during the past few weeks which convince me that we must take additional steps to tighten up our checks and controls and develop a more fool-proof system in the preparation, coordination, and issuance of regulatory material. There have been instances where proposed regulations have been withdrawn -- evidently because it developed there was no need for the regulation in the first place. There have been other instances where, on the basis of comments received, the proposed issuance was revised to such an extent as to question the validity of the original proposal. We are still circulating material in the form of proposed regulations when the contents clearly indicate it should be sent out in handbook form.

2. As a result of all this we have been subjected to quite a lot of justifiable criticism. I recognize that regulations will always be a source of criticism, some of it justified and some of it unjustified. I also recognize that the problem of getting regulations out is time consuming and fraught with many obstacles. However, the fact that it is a complicated problem lends added weight to the argument that our system must be a sound and workable one. With this in mind, the following procedures are prescribed for the processing of regulatory material in the Support Services:

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a. The Assistant Deputy Director (Support) is designated as the initial screening point for all proposed regulatory material.

b. When any office or staff desires to issue a new regulation, handbook, or notice, or revise an existing one, a draft of the proposed issuance will be forwarded to the Assistant Deputy Director (Support), accompanied by a memorandum signed by the Office Head or Staff Chief setting forth the following:

(1) Description

A description of the proposed issuance and an indication as to what it is designed to accomplish.

(2) Origin

A statement giving the origin of the proposed issuance -- whether at the initiative of the originating office or at the request of some other Agency element.

(3) Justification

A brief statement which sets forth clearly the need for the proposed regulation. If the submission of data or reports is required, please indicate how and for what purpose the information will be used.

(4) Scope of Interest

An indication as to whether the proposed issuance is of general interest and application throughout the Agency or limited to a particular group of employees or only a few organizational units.

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c. If, after review of the draft and the supporting memorandum, a determination is made that the proposed issuance is necessary, the ADD/S will approve it in principle and return it to the originating office for appropriate coordination within the Support Services.

d. After obtaining the concurrence of interested offices in the Support Services the proposed issuance will then be submitted to the ADD/S for approval for the Regulations Control Staff to coordinate with DD/P, DD/I, and the Inspector General. If concurrences are received without change or comment the Regulations Control Staff will prepare the publication for final approval and authentication by DA/S or DCI (Hqrs) and DD/P or DCI (Field).

e. If nonconcurrences or comments are received from DD/P, DD/I, or the Inspector General, which require revision and re-coordination of the proposed issuance such comments will be consolidated by the Regulations Control Staff and forwarded to the Assistant Deputy Director (Support) for review and discussion with the originating and concurring offices. If it is determined that the issuance needs to be revised and re-coordinated the originating office will prepare a revised draft incorporating the required changes and re-submit it to the Assistant Deputy Director (Support) for approval for re-coordination.

f. If the revised draft is approved for recoordination by the ADD/S it will then be submitted to the Regulations Control Staff who will re-submit it to the Deputy Director (Plans), the Deputy Director (Intelligence), and the Inspector General, for final concurrence. The Regulations Control Staff will then prepare the proposed publication for final approval and authentication.

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3. The establishment of this procedure is intended in no way to discourage the issuance of needed regulatory material. I believe that by adhering to this procedure we will be able to not only reduce the amount of time involved in getting issuances published but more important insure that issuances proposed for publication are indeed necessary.

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